

# COMPENSATION BOARD DOCKET #07/12

## June 20, 2007

### EMPLOYEE RECOGNITION

#### NEW BUSINESS:

| <u>LOCALITY</u>  | <u>OFFICER</u>             | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|--|----------------------------|--|-------------------|--|
| NORTHAMPTON COUNTY<br>(EASTERN SHORE REGIONAL<br>JAIL) | SHERIFF'S OFFICE           | <p>05-23-07 Email from Mary Lee Wood, Northampton County Sheriff's Office, to Robyn M. de Socio, Executive Secretary, regarding Compensation Board Technicians Jennifer Styles and Chuck Redden and Customer Service Manager, Charlene M. Rollins:</p> <p>"Robyn, I want to express my thanks for all of the help that your staff has given to me in the pre-opening phase of the new jail. Jennifer and Chuck have both been outstanding in answering my questions and helping do all the ground work for the personnel. Charlene has been a tremendous help with the salary matters and giving me advice. The Sheriff and I both appreciate the outstanding staff that you have. As I am writing this email, the first inmates are being moved into the new building. Our dispatchers moved into the building (temporary until our new office is remodeled) on Saturday. Again my thanks. Mary Lee"</p>  | N/A               | The Compensation Board wishes to thank Ms. Wood for her kind remarks.    |
| WESTERN TIDEWATER<br>REGIONAL JAIL                     | SUPERINTENDENT'S<br>OFFICE | <p>06-07-07 Email from Betty Speight, Western Tidewater Regional Jail, to Charlene M. Rollins, Customer Service Manager, regarding Compensation Board Technicians Chuck Redden and Jennifer Styles:</p> <p>"Hi Charlene, This is Betty Speight with The Western Tidewater Regional Jail, I would like to let you know what a pleasure it is to have Chuck Redden as our technician. It doesn't matter what time I email him or call him he is always polite and ready to help us. I ask a lot of questions regarding the monthly payroll and he is always been kind and helpful. Today as we were rushing to complete a docket request, increase pay with a few positions and complete the monthly payroll, he was right there in email helping us all the way. It is nice to know we can count on him answering our emails in a timely manner and always has an answer for us. Such a big help. Also Jennifer (I can't remember her last name) has always been kind and helpful when Chuck is out of the office. Just wanted to let you know how nice your employees are to us. Thank you."</p> | N/A               | The Compensation Board wishes to thank Ms. Speight for her kind remarks. |

## 304-07-12: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

| <u>LOCALITY</u>                | <u>OFFICER</u> | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|--------------------------------|----------------|--|-------------------|---|
| FAIRFAX COUNTY                 | SHERIFF        | <p>05-09-07 Officer is requesting reimbursement for additional allowances for Compensation Board meetings that are more than 60 days past. Officer had previously expended all of their office expense funds and did not realize until recently that those costs are reimbursed through additional allowance funding.</p> <p>The LIDS conference was held September 20, 2006 and reimbursement is requested for meals for 2 people @ \$26 and mileage for 1 personal vehicle @ .485 for total of \$137.74. The Managing Jail Risk Conference was held October 24-26, 2006 and reimbursement is requested for meals for 3 people @ \$26 and mileage @ .246 for 2 government vehicles, for a total of \$279.44. The total reimbursement request is \$487.44.</p> | \$487.44          | Approved as an exception to policy, based upon the specific conditions stated by the officer.   |
| CENTRAL VIRGINIA REGIONAL JAIL | SUPERINTENDENT | <p>05-22-07 Superintendent asks that the Compensation Board authorize a Department of Corrections staffing study be conducted at the Central Virginia Regional Jail. The facility is operating with its original staffing based on an operational capacity of 97 but, as the 2006 Jail Cost Report indicates, the ADP for Central Virginia Regional Jail was 197. The staffing study is being requested in order to seek additional positions for the facility due to continued growth of state/local offenders.</p>   | -0-               | The Compensation Board will request that the Department of Corrections perform a staffing analysis of the Central Virginia Regional Jail. |

## 304-07-12: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

| <u>LOCALITY</u>     | <u>OFFICER</u> | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|---------------------|----------------|---|-------------------|---|
| FREDERICKSBURG CITY | SHERIFF        | <p><b>FY08</b> 05-31-07 Sheriff requests reconsideration of the reversal of allocation of Court Services positions for his office. Fredericksburg Sheriff's Office was initially allocated 3 CS7 positions on their May 1 budget for FY08. Based on the information provided on the May 1 budget, the officer made job offers to 3 appointees who have since given their notice to their current employers.</p> <p>In late May, Compensation Board staff realized that an error had occurred in the staffing standards calculations used to allocate the initial three positions. The formula used to determine positions due for counties had inadvertently been used for cities as well. This caused the actual workload for smaller cities to incorrectly appear artificially high. When staff corrected the mistake and re-ran the reports, it was determined that instead of 3 new CS7 positions, Fredericksburg was actually only due 1 new position. Compensation Board staff notified the Sheriff on May 30 that the 2 positions allocated in error on May 1 would not be available to his office for the upcoming fiscal year.</p> <p>The officer is asking for reconsideration of this reversal because job offers were made based on the information given to the officer by the Compensation Board, and the officer believes he will be subject to lawsuit by these 2 new position appointees if such job offers are revoked without good cause, as they have given up their former employment.</p> | \$54,296          | <p>The Compensation Board confirmed reversal of allocation of 2 of the 3 Court Services Deputy positions.</p> <p>The Compensation Board approved, as an exception to policy based upon the specific circumstances stated by the officer, one-time funds in the amount of \$54,296 (equivalent to 2 CS7 positions) in the officer's temporary budget. These funds are allocated specifically to allow the Sheriff to follow through on his hiring commitments made prior to notification by the Compensation Board of the erroneous allocation of positions. These one-time funds may be maintained until such time as turnover occurs in CS7 positions or new CS7 positions are allocated to the Sheriff's office, thus allowing the placement of these two individuals into permanent positions.</p> |
| CHESAPEAKE CITY     | SHERIFF        | <p><b>FY08</b> 06-05-07 Sheriff requests as part of his FY08 Budget an equipment reimbursement for 20 laptop computers at \$2,200 each. The total cost approved would be \$44,000 with an FY08 stressed amount of \$32,740.40.</p> <p>These funds were previously approved as part of the officer's FY07 budget but were unspent due to a delayed order.</p>  | \$32,740.40       | <p>The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2007, additional funding is not available this year and carryover of any FY07 funding balances in FY08 is not anticipated at this time.</p>   |
| DICKENSON COUNTY    | SHERIFF        | <p><b>FY08</b> The following locality is requesting Base Budget Fund transfers for Personnel Changes. Salary increases are within Compensation Board guidelines. The officer is requesting that this salary increase be effective July 1, 2007.</p>   | -0-               | <p>The Compensation Board approved a transfer of \$4,000 from base temporary to effect the salary action(s) requested by the officer in accordance with the Compensation Board's pay and classification policy. This action(s) will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years.</p>  |

| FIPS | OFFICE | LOCALITY NAME    | REQUEST DATE | FROM CATEGORY  | TO CATEGORY     | AMOUNT AVAILABLE | AMOUNT REQUESTED  | PRORATED AMOUNT   |
|------|--------|------------------|--------------|----------------|-----------------|------------------|-------------------|-------------------|
| 051  | 304    | Dickenson County | 06/07/07     | Base Temporary | Position #00010 | \$80,295.00      | \$2,000.00        | \$2,000.00        |
| 051  | 304    | Dickenson County | 06/07/07     | Base Temporary | Position #00015 | \$80,295.00      | \$2,000.00        | \$2,000.00        |
|      |        | <b>TOTALS</b>    |              |                |                 |                  | <b>\$4,000.00</b> | <b>\$4,000.00</b> |

## 304-07-12: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

|                 |                |   |                   |   |
|-----------------|----------------|---|-------------------|---|
| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
| LISTED BELOW    | SHERIFF        | <b>FY08</b> The following localities are requesting to transfer the salaries of positions that will remain vacant for the entire fiscal year 2008 to office expenses or temporary categories. | -0-               | The Compensation Board deferred action until the July 18, 2007 meeting. |

| FIPS | OFFICE | LOCALITY               | REQUEST DATE | FROM POSITION # | CLASS | TO CATEGORY    | AMOUNT REQUESTED | TOTAL BY LOCALITY |
|------|--------|------------------------|--------------|-----------------|-------|----------------|------------------|-------------------|
| 091  | 304    | Highland County        | 06/05/07     | 00017           | SECI  | Office Expense | \$20,870         |                   |
|      |        |                        |              |                 |       |                | <b>Total</b>     | <b>\$20,870</b>   |
| 107  | 304    | Loudoun County         | 06/01/07     | 00111           | PMED  | Office Expense | \$31,597         |                   |
| 107  | 304    | Loudoun County         | 06/01/07     | 00112           | PMED  | Office Expense | \$24,832         |                   |
| 107  | 304    | Loudoun County         | 06/01/07     | 00113           | PMED  | Office Expense | \$17,785         |                   |
| 107  | 304    | Loudoun County         | 06/12/07     | 00270           | PMED  | Office Expense | \$17,785         |                   |
| 107  | 304    | Loudoun County         | 06/12/07     | 00271           | PMED  | Office Expense | \$17,785         |                   |
| 107  | 304    | Loudoun County         | 06/12/07     | 00272           | PMED  | Office Expense | \$17,785         |                   |
| 107  | 304    | Loudoun County         | 06/12/07     | 00273           | PMED  | Office Expense | \$17,785         |                   |
|      |        |                        |              |                 |       |                | <b>Total</b>     | <b>\$145,354</b>  |
| 121  | 304    | Montgomery County      | 06/04/07     | 00095           | L7    | Office Expense | \$27,148         |                   |
| 121  | 304    | Montgomery County      | 06/04/07     | 00096           | L7    | Office Expense | \$27,148         |                   |
| 121  | 304    | Montgomery County      | 06/04/07     | 00097           | L7    | Office Expense | \$27,148         |                   |
|      |        |                        |              |                 |       |                | <b>Total</b>     | <b>\$81,444</b>   |
| 171  | 304    | Shenandoah County      | 06/04/07     | 00050           | CS7   | Temporary      | \$27,148         |                   |
|      |        |                        |              |                 |       |                | <b>Total</b>     | <b>\$27,148</b>   |
| 405  | 304    | Albemarle/Cville R.J.  | 06/11/07     | 00030           | R C13 | Temporary      | \$46,306         |                   |
|      |        |                        |              |                 |       |                | <b>Total</b>     | <b>\$46,306</b>   |
| 450  | 304    | Rappahannock R.J.      | 05/09/07     | 00048           | R CKA | Office Expense | \$22,811         |                   |
| 450  | 304    | Rappahannock R.J.      | 05/09/07     | 00049           | R CKA | Office Expense | \$20,870         |                   |
| 450  | 304    | Rappahannock R.J.      | 05/09/07     | 00061           | R CKB | Office Expense | \$26,070         |                   |
| 450  | 304    | Rappahannock R.J.      | 05/09/07     | 00009           | R CKB | Office Expense | \$23,325         |                   |
| 450  | 304    | Rappahannock R.J.      | 05/09/07     | 00157           | R CKB | Office Expense | \$22,811         |                   |
|      |        |                        |              |                 |       |                | <b>Total</b>     | <b>\$115,887</b>  |
| 455  | 304    | Western Tidewater R.J. | 06/07/07     | 00111           | R CKB | Temporary      | \$25,498         |                   |
| 455  | 304    | Western Tidewater R.J. | 06/07/07     | 00112           | R CKB | Temporary      | \$25,498         |                   |
| 455  | 304    | Western Tidewater R.J. | 06/07/07     | 00113           | R CKB | Temporary      | \$25,498         |                   |
| 455  | 304    | Western Tidewater R.J. | 06/07/07     | 00114           | R CKB | Temporary      | \$25,498         |                   |
|      |        |                        |              |                 |       |                | <b>Total</b>     | <b>\$101,992</b>  |

## 304-07-12: SHERIFFS & REGIONAL JAILS

CONTINUED.

| FIPS | OFFICE | LOCALITY           | REQUEST DATE | FROM POSITION # | CLASS | TO CATEGORY    | AMOUNT REQUESTED | TOTAL BY LOCALITY |
|------|--------|--------------------|--------------|-----------------|-------|----------------|------------------|-------------------|
| 460  | 304    | Pamunkey R.J.      | 06/04/07     | 00109           | R CKB | Office Expense | \$22,811         |                   |
| 460  | 304    | Pamunkey R.J.      | 06/04/07     | 00110           | R CKA | Office Expense | \$20,870         |                   |
| 460  | 304    | Pamunkey R.J.      | 06/04/07     | 00111           | R CKA | Office Expense | \$20,870         |                   |
|      |        |                    |              |                 |       |                | <b>Total</b>     | <b>\$64,551</b>   |
| 475  | 304    | Hampton Roads R.J. | 06/04/07     | 00233           | RPMED | Office Expense | \$17,785         |                   |
| 475  | 304    | Hampton Roads R.J. | 06/04/07     | 00234           | RPMED | Office Expense | \$17,785         |                   |
| 475  | 304    | Hampton Roads R.J. | 06/04/07     | 00235           | RPMED | Office Expense | \$17,785         |                   |
| 475  | 304    | Hampton Roads R.J. | 06/04/07     | 00236           | RPMED | Office Expense | \$17,785         |                   |
| 475  | 304    | Hampton Roads R.J. | 06/04/07     | 00237           | RPMED | Office Expense | \$17,785         |                   |
| 475  | 304    | Hampton Roads R.J. | 06/04/07     | 00238           | RPMED | Office Expense | \$17,785         |                   |
| 475  | 304    | Hampton Roads R.J. | 06/04/07     | 00239           | RPMED | Office Expense | \$17,785         |                   |
| 475  | 304    | Hampton Roads R.J. | 06/04/07     | 00240           | RPMED | Office Expense | \$17,785         |                   |
| 475  | 304    | Hampton Roads R.J. | 06/04/07     | 00241           | RPMED | Office Expense | \$17,785         |                   |
| 475  | 304    | Hampton Roads R.J. | 06/04/07     | 00242           | RPMED | Office Expense | \$17,785         |                   |
|      |        |                    |              |                 |       |                | <b>Total</b>     | <b>\$177,850</b>  |
| 491  | 304    | Southside R.J.     | 05/29/07     | 00022           | R CKB | Office Expense | \$23,325         |                   |
| 491  | 304    | Southside R.J.     | 05/29/07     | 00025           | R CKA | Office Expense | \$20,870         |                   |
| 491  | 304    | Southside R.J.     | 05/29/07     | 00026           | R CKA | Office Expense | \$20,870         |                   |
|      |        |                    |              |                 |       |                | <b>Total</b>     | <b>\$65,065</b>   |
| 550  | 304    | Chesapeake City    | 06/01/07     | 00009           | CKA   | Temporary      | \$20,870         |                   |
| 550  | 304    | Chesapeake City    | 06/01/07     | 00254           | CKA   | Temporary      | \$20,870         |                   |
| 550  | 304    | Chesapeake City    | 06/01/07     | 00255           | CKA   | Temporary      | \$20,870         |                   |
| 550  | 304    | Chesapeake City    | 06/01/07     | 00256           | CKA   | Temporary      | \$20,870         |                   |
| 550  | 304    | Chesapeake City    | 06/01/07     | 00257           | CKA   | Temporary      | \$20,870         |                   |
|      |        |                    |              |                 |       |                | <b>Total</b>     | <b>\$104,350</b>  |
| 595  | 304    | Emporia City       | 06/08/07     | 00003           | SECI  | Temporary      | \$20,870         |                   |
|      |        |                    |              |                 |       |                | <b>Total</b>     | <b>\$20,870</b>   |
| 740  | 304    | Portsmouth City    | 05/09/07     | 00125           | PREC  | Office Expense | \$27,751         |                   |
| 740  | 304    | Portsmouth City    | 05/09/07     | 00126           | PREC  | Office Expense | \$27,751         |                   |
| 740  | 304    | Portsmouth City    | 05/09/07     | 00127           | PREC  | Office Expense | \$25,960         |                   |
| 740  | 304    | Portsmouth City    | 05/09/07     | 00128           | PREC  | Office Expense | \$25,960         |                   |
|      |        |                    |              |                 |       |                | <b>Total</b>     | <b>\$107,422</b>  |

## 304-07-12: SHERIFFS & REGIONAL JAILS

CONTINUED.

| FIPS | OFFICE | LOCALITY            | REQUEST DATE | FROM POSITION # | CLASS | TO CATEGORY    | AMOUNT REQUESTED   | TOTAL BY LOCALITY  |
|------|--------|---------------------|--------------|-----------------|-------|----------------|--------------------|--------------------|
| 730  | 304    | Petersburg City     | 06/07/07     | 00076           | PMED  | Office Expense | \$17,963           |                    |
| 730  | 304    | Petersburg City     | 06/07/07     | 00079           | PREC  | Office Expense | \$17,785           |                    |
| 730  | 304    | Petersburg City     | 06/07/07     | 00082           | CKA   | Office Expense | \$19,092           |                    |
|      |        |                     |              |                 |       |                | <b>Total</b>       | <b>\$54,840</b>    |
| 760  | 304    | Richmond City       | 05/24/07     | 00060           | C7    | Office Expense | \$27,148           |                    |
| 760  | 304    | Richmond City       | 05/24/07     | 00061           | C7    | Office Expense | \$27,148           |                    |
| 760  | 304    | Richmond City       | 05/24/07     | 00089           | C7    | Office Expense | \$27,148           |                    |
| 760  | 304    | Richmond City       | 05/24/07     | 00107           | C7    | Office Expense | \$27,148           |                    |
| 760  | 304    | Richmond City       | 05/24/07     | 00135           | C7    | Office Expense | \$27,148           |                    |
| 760  | 304    | Richmond City       | 05/24/07     | 00137           | C7    | Office Expense | \$27,148           |                    |
| 760  | 304    | Richmond City       | 05/24/07     | 00149           | C7    | Office Expense | \$27,148           |                    |
| 760  | 304    | Richmond City       | 05/24/07     | 00186           | C7    | Office Expense | \$27,148           |                    |
| 760  | 304    | Richmond City       | 05/24/07     | 00198           | C7    | Office Expense | \$27,148           |                    |
| 760  | 304    | Richmond City       | 05/24/07     | 00201           | C7    | Office Expense | \$27,148           |                    |
| 760  | 304    | Richmond City       | 05/24/07     | 00211           | C7    | Office Expense | \$27,148           |                    |
| 760  | 304    | Richmond City       | 05/24/07     | 00226           | C7    | Office Expense | \$27,148           |                    |
| 760  | 304    | Richmond City       | 05/24/07     | 00287           | C7    | Office Expense | \$27,148           |                    |
| 760  | 304    | Richmond City       | 05/24/07     | 00334           | C7    | Office Expense | \$27,148           |                    |
| 760  | 304    | Richmond City       | 05/25/07     | 00381           | C7    | Office Expense | \$27,148           |                    |
|      |        |                     |              |                 |       |                | <b>Total</b>       | <b>\$407,220</b>   |
| 810  | 304    | Virginia Beach City | 06/04/07     | 00255           | PMED  | Office Expense | \$17,785           |                    |
| 810  | 304    | Virginia Beach City | 06/04/07     | 00256           | PMED  | Office Expense | \$17,785           |                    |
| 810  | 304    | Virginia Beach City | 06/04/07     | 00257           | PMED  | Office Expense | \$17,785           |                    |
| 810  | 304    | Virginia Beach City | 06/04/07     | 00258           | PMED  | Office Expense | \$17,785           |                    |
| 810  | 304    | Virginia Beach City | 06/04/07     | 00259           | PMED  | Office Expense | \$17,785           |                    |
| 810  | 304    | Virginia Beach City | 06/04/07     | 00260           | PMED  | Office Expense | \$17,785           |                    |
| 810  | 304    | Virginia Beach City | 06/04/07     | 00261           | PMED  | Office Expense | \$17,785           |                    |
| 810  | 304    | Virginia Beach City | 06/04/07     | 00262           | PMED  | Office Expense | \$17,785           |                    |
|      |        |                     |              |                 |       |                | <b>Total</b>       | <b>\$142,280</b>   |
|      |        |                     |              |                 |       |                | <b>GRAND TOTAL</b> | <b>\$1,683,449</b> |

304-07-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| <u>LOCALITY</u>   | <u>OFFICER</u> | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|-------------------|----------------|--|-------------------|--|
| JAMES CITY COUNTY | SHERIFF        | <b>FY08</b> 06-07-07 Officer requests reconsideration of the reallocation policy. Courthouse security requires a minimum of two deputies (as recommended by a United States Marshall security survey) at the Main Entrance security checkpoint, and a third deputy assists at this location during peak hours. This locality occasionally operates more than three courtrooms at once, sometimes assigning more than two deputies in the courtroom to ensure order and security. Court services deputies are also needed for transportation of inmates and to secure the control room/lockup facility. The civil process deputies serve two jurisdictions – Williamsburg and James City County – covering a combined area of 185 square miles with a population in excess of 70,000. | -0-               | The Compensation Board deferred action on this request pending additional review and analysis. |

## 304-07-12: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|-----------------|----------------|--|-------------------|--|
| LYNCHBURG CITY  | SHERIFF        | <p><b>FY08</b> 06-11-07 Sheriff requests an exception to the reallocation policy stating that his office is subject to the loss of 4 permanent positions. Officer states that for the past 12 years court day workload information was submitted incorrectly during budget request. This mistake was not realized until 2007 and since it was discovered he has submitted true and accurate information.</p> <p>These correct numbers have caused a dramatic decrease in workload reporting causing the office to be subject to a loss of 4 positions based on current staffing methodology. The Sheriff does not think that it is fair to penalize his already over worked office by taking away positions previously approved by the Compensation Board. He understands that the numbers were incorrect but believes that the mistake should have been realized at some period in the past 12 years.</p> <p>Officer suggests that existing staffing standards for court services deputies are outdated with regard to the current societal landscape and the violent nature of issues now faced in courthouses and courtrooms; that existing Compensation Board funded positions and additional City funded resources combined do not adequately provide coverage for daily responsibilities of the Sheriff's Office. Officer proposes a solution in the form of changes to the current staffing standards that would reduce the number of papers served per hour for all offices, and increase by one-half of a position the number of deputies per courtroom when court is in session. Officer also proposes adding a staffing standard for transportation of inmates and mental patients based upon the amount of deputy time per transport and the number of transports per jurisdiction.</p> <p>Currently, the Sheriff's Office is in excess of the staffing standard for Court Services deputies by 4.41 positions. Adopting the Sheriff's recommended changes to the standards for papers served and courtroom security would result in the Sheriff's office being due an additional 0.57 positions, and adopting the Sheriff's recommended standard for transportation would result in the Sheriff's office being due 3.39 further deputy positions.</p> | -0-               | <p>The Compensation Board deferred action on the request for exemption from the reallocation policy pending additional review and analysis.</p> <p>The Compensation Board thanks the Sheriff for his input regarding revisions to the staffing standards and notes to the Sheriff that staff is currently working with the Staffing Standards Committee of the Virginia Sheriffs' Association to review the current staffing standards for court security and process service and to consider the issue of transportation, and his input is being considered as a part of those ongoing discussions.</p> |



## 304-07-12: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

| <u>LOCALITY</u>  | <u>OFFICER</u> | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|------------------|----------------|---|-------------------|---|
| CITY OF HOPEWELL | SHERIFF        | <p><b>FY08</b> 06-11-07 Sheriff writes to express his concerns regarding the error in allocation of one position to his office, and to discuss concerns regarding the allocation of positions in FY07 to the Prince George County Sheriff's office. The Sheriff notes that he had informed the previous Executive Secretary of potential errors in workload reporting, and conveys his frustrations that the Prince George Sheriff's Office has more positions than his office when the Hopewell Sheriff's office serves more papers and operates more court days. The Sheriff suggests that the Compensation Board should award the Hopewell Sheriff's office with two of the court services deputy positions currently allocated to the Prince George Sheriff's office as a compromise to the reversal of allocation of one position to his office.</p> <p>Staff notes that the Hopewell Sheriff is allocated 5 court services deputy positions in FY07 and is due 5.04 positions in FY08. The Prince George Sheriff is allocated 9 court services deputy positions in FY07 and is due 5.83 positions in FY08 (Sheriff is subject to lose 3 positions upon attrition in accordance with the position reallocation policy).</p> <p>Staff notes that in the past year, they have spoken with numerous sheriffs regarding workload measures and clarification of definitions of workload items, and data submitted in January, 2007 for CY2006 indicates that such clarification has resulted in corrections in reporting among many offices. The staff is working with the Staffing Standards Committee of the Virginia Sheriffs' Association to re-evaluate current staffing standards and to undergo a review process of workload definitions to provide clarification in the reporting of workload. As officers correct potential errors in reporting and their workload numbers decrease, they become subject to the position reallocation policy, and having positions held vacant in their offices upon attrition for reallocation to another Sheriff's office in need of additional staff.</p> | -0-               | <p>The Compensation Board confirmed reversal of allocation of one Court Services Deputy position.</p> <p>The Compensation Board thanks the Sheriff for his letter and acknowledges his concerns regarding workload problems and the allocation of positions. The Board does not approve the transfer of two court services deputy positions from Prince George County to Hopewell City. The Board notes that positions that become available through attrition in FY08 will be reallocated in accordance with the position reallocation policy in FY09 to Sheriffs' offices in accordance with approved staffing standards. The Board also notes to the Sheriff that the Compensation Board staff is currently working with the Staffing Standards Committee of the Virginia Sheriffs' Association to review the current staffing standards for court security and process service deputies and consider possible updates to the standards as well as clarification of workload definitions to ensure better consistency in reporting across all Sheriffs' offices statewide.</p> |

## 320-07-12: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

LOCALITY                      OFFICER                      REQUEST                      TOTAL COST                      COMPENSATION BOARD ACTION

CARROLL COUNTY                      COMMONWEALTH'S ATTORNEY                      **FY08** Officer requests to transfer Temporary and Office Expense Funds into Permanent Salaries to fund an Internal Salary Adjustment to position #4. The salary requested is within 10% of current salary.                      -0-                      The Compensation Board approved a transfer of \$4,428 from base temporary and \$352 from base office expense to effect the salary action(s) requested by the officer in accordance with the Compensation Board's pay and classification policy. This action(s) will result in a reduction in the officer's temporary and office expense budget in the current as well as subsequent fiscal years.

| FIPS | OFFICE CODE | LOCALITY NAME  | REQUEST DATE | FROM CATEGORY  | TO CATEGORY        | AMOUNT AVAILABLE | AMOUNT REQUESTED | PRORATED AMOUNT |
|------|-------------|----------------|--------------|----------------|--------------------|------------------|------------------|-----------------|
| 035  | 320         | Carroll County | 5/18/2007    | Temporary      | Permanent Salaries | 4,428            | 4,428            | \$4,428.00      |
| 035  | 320         | Carroll County | 5/18/2007    | Office Expense | Permanent Salaries | 10,135.00        | 352.00           | \$352.00        |
|      |             | <b>TOTALS</b>  |              |                |                    |                  | <b>4,780.00</b>  | <b>4,780.00</b> |

LISTED BELOW                      COMMONWEALTH'S ATTORNEY                      **FY08** Officers request to transfer annual Vacancy Savings to Temporary Funds.                      -0-                      The Compensation Board deferred action until the July 18, 2007 meeting.

| FIPS | OFFICE | LOCALITY         | REQUEST DATE | FROM POSITION | CLASS | TO CATEGORY | AMOUNT        |
|------|--------|------------------|--------------|---------------|-------|-------------|---------------|
| 053  | 320    | Dinwiddie County | 05/24/07     | 00006         | ATTI  | Temporary   | 43,639        |
| 840  | 320    | Winchester City  | 05/24/07     | 00013         | ATTI  | Temporary   | 43,639        |
|      |        | <b>TOTAL</b>     |              |               |       |             | <b>87,278</b> |

RUSSELL COUNTY                      COMMONWEALTH'S ATTORNEY                      05-21-07 Substitute Prosecutor requests an exception to the \$300 reimbursement policy. This Prosecutor was not aware of the Compensation Board \$300 policy.                      -0-                      Approved as an exception to policy, based upon the specific conditions stated by the officer.

| PROSECUTOR      | EXPENSES FROM - TO  | DEFENDANT          | TOTAL           |
|-----------------|---------------------|--------------------|-----------------|
| Michael J. Bush | 12-28-05 / 04-26-07 | Mark Wayne Puckett | \$639.02        |
|                 |                     | <b>TOTAL</b>       | <b>\$639.02</b> |

## 321-07-12: CIRCUIT COURT CLERKS

### OLD BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u>      | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|-----------------|---------------------|---|-------------------|--|
| CHESAPEAKE CITY | CIRCUIT COURT CLERK | <p>06-12-07 Officer requests \$226,425 for redaction services (vendor is Logan Systems) from the \$1 Fund. Redaction services are 4 cents per image for first million images, then volume discount for remainder of images (total number of images is 5.8M). Clerk previously requested entire FY07 \$4 available balance, \$317,302, in August 2006. Clerk affirms that she provided secure remote access to land records to government users on April 24, 2007 and to public users on June 11, 2007.</p> <p><b><u>Item considered by the Compensation Board at their April 25, 2007 meeting:</u></b> 04-16-07 Officer requests \$226,425 for redaction services (vendor, Logan Systems) from the \$1 Fund. Redaction services are 4 cents per image for first million images, then volume discount for remainder of images (total of 5.8M images). Clerk previously requested entire \$4 available balance, \$317,302, in August 2006.</p> <p>Clerk confirms that she will be providing secure remote access to land records in her office to government users as of April 24, 2007. However, secure remote access to land records for other entities will not be available until July 1, 2007. Clerk will use access to governmental users from April 24 to June 30 for testing to ensure availability of the system to the public by July 1, 2007. Clerk requests allocation of \$1 TTF based upon her assertion to provide secure remote access to land records to all users by July 1, 2007.</p> <p><b><u>Action taken by the Compensation Board at their April 25, 2007 meeting:</u></b> The Compensation Board did not approve this request, as it does not meet the Compensation Board's requirement for the Clerk to provide secure remote access in order to be allocated funds for redaction in accordance with Compensation Board action dated December 20, 2006. The Board notes that should the Clerk begin providing secure remote access to public users within the current fiscal year, upon request and certification to providing secure remote access, the Board will reconsider this request.</p> | \$226,425         | Approved in accordance with Compensation Board action dated December 20, 2006, and February 21, 2007, specifying priorities and criteria for the allocation of TTF \$1 Fund. |

## 321-07-12: CIRCUIT COURT CLERKS

### NEW BUSINESS:

| <u>LOCALITY</u>      | <u>OFFICER</u>      | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|----------------------|---------------------|---|-------------------|---|
| PRINCE EDWARD COUNTY | CIRCUIT COURT CLERK | 06-01-07 Officer requests \$17,734 for redaction services (vendor is International Land Systems-ILS) from the \$1 Fund. Redaction services are 3 cents per image for a total number of 324,452 images (\$9,734 total). Day-forward redaction services are \$8,000. The Clerk previously requested entire balance, \$11,014, in August 2006. Clerk affirms that she provides secure remote access to land records to public users.   | \$9,734           | Funds for back-file redaction services are approved in accordance with Compensation Board action dated December 20, 2006, and February 21, 2007, specifying priorities and criteria for the allocation of TTF \$1 Fund. Funds for day-forward redaction services are not approved at this time. |
| CUMBERLAND COUNTY    | CIRCUIT COURT CLERK | 06-11-07 Officer requests \$11,008 for redaction services (vendor is International Land Systems-ILS) from the \$1 Fund. Back-file redaction services are 3 cents per image for a total number of 116,920 images (\$3,508 total). Day-forward redaction services are \$7,500. The Clerk previously requested entire FY07 \$4 available balance, \$6,109, in August 2006. Clerk affirms that she provides secure remote access to land records to public users.   | \$3,508           | Funds for back-file redaction services are approved in accordance with Compensation Board action dated December 20, 2006, and February 21, 2007, specifying priorities and criteria for the allocation of TTF \$1 Fund. Funds for day-forward redaction services are not approved at this time. |
| WASHINGTON COUNTY    | CIRCUIT COURT CLERK | <p><b>FY08</b> 06-01-07 Acting Officer requests additional Temporary Funding @ \$14,868.80. This is equivalent position #2 ACD @ \$42,667 from July 1, 2007 to November 6, 2007. The Special Election will be held on November 6, 2007.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #2 ACD is not vacant during the period in which I am the Acting Circuit Court Clerk, consequently funds cannot be transferred from this position.</p> | -0-               | Approved at no additional cost to the Compensation Board.   |

## 321-07-12: CIRCUIT COURT CLERKS

### NEW BUSINESS:

| <u>LOCALITY</u>                         | <u>OFFICER</u>       | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|---|----------------------|---|-------------------|--|
| TTF \$1 FUND<br>(TECHNOLOGY TRUST FUND) | CIRCUIT COURT CLERKS | <p>When making their request from the FY07 TTF \$1 Fund in August 2006, Circuit Court Clerks made the following certification:</p> <p>"I certify that the amount of my request from the \$1 fund is based upon a shortfall of funds needed to provide secure remote access to land records on or before July 1, 2007."</p> <p>Initial FY07 TTF \$1 Fund requests from Clerks were approved by the Compensation Board on September 20, 2006. The minutes of that meeting stated the clear intention of the Board that Clerks would use funds to obtain secure remote access to land records by July 1, 2007:</p> <p>"It is the clear and unambiguous intent of the Compensation Board that for Circuit Court Clerks not yet providing secure remote access (SRA) to land records, the request for TTF monies must include funds to be utilized by Clerks to provide SRA to land records on or before July 1, 2007."</p> <p>Further requests for \$1 fund allocations were approved by the Compensation Board at subsequent Compensation Board meetings with certifications made by Clerks to already providing SRA to public subscribers.</p> <p>Therefore, the Compensation Board may wish to inform the Circuit Court Clerks that any FY07 budgeted, unexpended \$1 funds will carryover and be available for budgeting in FY08 (beginning October 1, 2007) only if the Clerk provides written certification to the Compensation Board by 5:00 p.m. July 11, 2007, that SRA to land records is available to public subscribers in their locality. If SRA to land records is not available to public subscribers by July 11, 2007, the Compensation Board may wish to inform the Clerks that the \$1 funds will not be automatically provided in the Clerk's FY08 TTF available balance and will be subject to appropriation to all Circuit Court Clerks in the FY08 \$1 Fund budget process.</p> <p>In FY07, the Compensation Board approved \$2,609,986 in \$1 monies for 59 Clerks. As of June 14, 2007, \$1,629,545 has been expended, leaving \$980,441 unspent (38%) by 42 Clerks. Seventeen Clerks have expended 100 percent of their \$1 funds.</p> | - 0 -             | <p>The Compensation Board informs Clerks that in order to maintain any unspent \$1 TTF allocations in their available funds for FY08, the Clerk must certify to the Compensation Board to providing SRA to public subscribers no later than July 11, 2007, in accordance with original certifications to providing such access.</p> <p>If such access is not being provided by July 11, the Clerk will be eligible to apply for future allocations of \$1 TTF in FY08 in accordance with allocation priorities established by the Board.</p> |

717-07-12: DIRECTORS OF FINANCE  
NONE.

732-07-12: TREASURERS

NEW BUSINESS:

| <u>LOCALITY</u>  | <u>OFFICER</u> | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|------------------|----------------|---|-------------------|---|
| FREDERICK COUNTY | TREASURER      | <p><b>FY08</b> Compensation Board staff requests approval of CDP increase for the following deputy effective July 1, 2007:</p> <ul style="list-style-type: none"> <li>Position 00003 Whitacre<br/>Current Salary \$35,840; CDP Salary \$39,173</li> </ul> <p>The increase for this deputy was included in the draft allocation package and then removed from the final when the officer separated the employee. Compensation Board staff did not realize that the officer rehired Whitacre into a different Compensation Board funded position, and the employee was eligible to remain in the CDP.</p> | \$1,666.56        | Approved as requested.  |
| TAZEWELL COUNTY  | TREASURER      | <p><b>FY08</b> 05-31-07 Officer requests base budget transfer of \$13,901 from position 00002 to Temporary Funds, effective July 1, 2007. This is a budget reduced position.</p>  | -0-               | Approved per the Compensation Board's FY08 Budget Priorities and Policies. This is a base budget transfer.  |
| GILES COUNTY     | TREASURER      | <p><b>FY08</b> 06-04-07 In the FY08 allocations, Officer was granted a DI position @ \$19,092. Officer requests the salary for this new position be set at \$23,591. Officer expresses concern about the difficulty of competing with surrounding businesses for qualified candidates. Officer does not have budgeted Temporary or Office Funds available for transfer to fund the increase of the new position.</p>  | \$4,499           | The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2007, additional funding is not available this year.   |
| CITY OF HOPEWELL | TREASURER      | <p><b>FY08</b> 06-11-07 Officer requests base budget transfer of \$2,736 from Temporary Funds to Permanent Personnel effective July 1, 2007, to fund the following actions:</p> <ul style="list-style-type: none"> <li>Position 00005 Clements, ISA. Salary increase from \$26,566 to \$27,934. This increase is within 10% of the current salary, per policy.</li> <li>Position 00004 Felton, ISA. Salary increase from \$26,566 to \$27,934. This increase is within 10% of the current salary, per policy.</li> </ul>  | -0-               | The Compensation Board approved a transfer of \$2,736 from base temporary to effect the salary action(s) requested by the officer in accordance with the Compensation Board's pay and classification policy. This action(s) will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years. |

## 732-07-12: TREASURERS

### NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

LISTED BELOW

TREASURER

**FY08** The following officers request to transfer funds from a vacant position to the category listed for FY08.

-0-

The Compensation Board deferred action until the July 18, 2007 meeting.

| FIPS | OFFICE | LOCALITY          | REQUEST DATE | FROM POSITION | CLASS | TO CATEGORY    | AMOUNT             |
|------|--------|-------------------|--------------|---------------|-------|----------------|--------------------|
| 007  | 732    | Amelia County     | 06/04/07     | 00003         | DI    | Temporary      | 5960.00            |
| 165  | 732    | Rockingham County | 06/12/07     | 00008         | DI    | Temporary      | 4680.00            |
| 620  | 732    | City of Franklin  | 06/13/07     | 00002         | DII   | Temporary      | 32582.00           |
| 620  | 723    | City of Franklin  | 06/13/07     | 00003         | DI    | Office Expense | 9410.00            |
|      |        | <b>TOTAL</b>      |              |               |       |                | <b>\$52,632.00</b> |

## 734-07-12: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u>              | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |       |             |          |
|-----------------|-----------------------------|--|-------------------|---|-------|-------------|----------|
| HENRY COUNTY    | COMMISSIONER OF THE REVENUE | <p><b>FY08</b> 06-12-07 Acting Officer requests additional Temporary Funding @ \$11,025 and additional Office Expense Funding @ \$4,205. This is equivalent to Position 00004, CDI @ \$30,259 from July 1, 2007 to November 30, 2007, and \$31,469 from December 1, 2007 to December 31, 2007. There is no Special Election.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds and Office Expense budgets, as the Officer understands the Compensation Board's interpretation of 24.2-226 and 228 is that Pos. 00004, CDI, is not vacant during the period in which she is the Acting Commissioner of the Revenue, consequently funds cannot be transferred from this position.</p> | -0-               | Approved at no additional cost to the Compensation Board.               |       |             |          |
| LISTED BELOW    | COMMISSIONER OF THE REVENUE | <p><b>FY08</b> The following officers request to transfer funds from a vacant position to the categories listed for FY08.</p>  | -0-               | The Compensation Board deferred action until the July 18, 2007 meeting. |       |             |          |
| FIPS            | OFFICE                      | LOCALITY   | REQUEST DATE      | FROM POSITION   | CLASS | TO CATEGORY | AMOUNT   |
| 005             | 734                         | Alleghany County   | 06/12/07          | 00005   | DII   | Temporary   | 13,674   |
|                 |                             | TOTAL  |                   |   |       |             | \$13,674 |



## OTHER MATTERS

### NEW BUSINESS:

|     | <u>LOCALITY</u>   | <u>OFFICER</u>     | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----|---|--------------------|--|-------------------|----------------------------------|
| 1.  | MEETING MINUTES   | COMPENSATION BOARD | Staff presents minutes for approval as follows: Docket #07/11.   | N/A               | Approved.                        |
| 2.  | TRAINING STATUS REPORT  | COMPENSATION BOARD | Staff presents Training Status Report.<br>(no updates to the May 2007 report)  | N/A               | Noted.                           |
| 3.  | MONTHLY ACTIVITY REPORT -<br>LIDS JAIL AUDITS & JAIL COST<br>REPORT REVIEWS | COMPENSATION BOARD | Staff presents monthly activity report for Local Inmate Data<br>System (LIDS) Jail Audits and Jail Cost Report Reviews.  | N/A               | Noted.                           |
| 4.  | ANNUAL LIDS AUDIT STATUS<br>REPORT  | COMPENSATION BOARD | Staff presents annual LIDS Audit Status Report.  | N/A               | Noted.                           |
| 5.  | COMPENSATION BOARD<br>MEETINGS  | COMPENSATION BOARD | Confirmation of upcoming Board meetings: Wednesday, July<br>18, 2007 at 12:00 p.m. and Wednesday, August 15, 2007 at<br>11:00 a.m.   | N/A               | Approved.                        |
| 6.  | COSTS RECOVERY<br>SUMMARY   | COMPENSATION BOARD | Staff presents FY08 Costs Recovery Summary for inclusion<br>in the Compensation Board's Requests for Information<br>Policy.  | N/A               | Approved.                        |
| 7.  | FY08 LIDS AUDIT PLAN  | COMPENSATION BOARD | Staff presents FY08 LIDS Audit Plan.   | N/A               | Approved.                        |
| 8.  | NEW DEPUTY AND OFFICE<br>ADMINISTRATORS TRAINING<br>UPDATE                  | COMPENSATION BOARD | Registration opened April 16, 2007 and closed May 4, 2007.<br>The Roanoke session was held May 15-16, 2007 at the<br>Holiday Inn-Tanglewood with 54 registered and 49 actually<br>attending. The Richmond session was held May 17-18, 2007<br>at the Crowne Plaza Richmond West with 55 registered and 51<br>actually attending. | N/A               | Noted.                           |
| 9.  | NEW OFFICER TRAINING  | COMPENSATION BOARD | Staff presents 2007 New Officer Training work plan.  | N/A               | Approved.                        |
| 10. | CUSTOMER SERVICE<br>SURVEY  | COMPENSATION BOARD | Staff presents 2007 Customer Service Survey work plan.   | N/A               | Approved.                        |

## OTHER MATTERS

### NEW BUSINESS:

| <u>LOCALITY</u>   | <u>OFFICER</u>       | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|---|----------------------|---|-------------------|---|
| 11.<br>TECHNOLOGY TRUST FUND<br>COLLECTIONS                     | CIRCUIT COURT CLERKS | <p>Collections:<br/>FY07 YTD collections through May total \$10,031,192.96 which is a 14.19% decrease compared to the same period in FY06.</p> <p>Projections:</p> <ol style="list-style-type: none"> <li>1. Based on current collections, FY07 TTF collections would be approximately \$10.95 million, a decrease of 14.4% over FY06 collections.</li> <li>2. Based on a projected reduction in recordings of an additional 10% over the remainder of FY07, collections for FY07 would be \$10.85 million, a decrease of 15.1% over FY06 collections.</li> <li>3. The 2007 Session Six Year Nongeneral Fund Revenue Estimate submitted to the Department of Planning and Budget was based on the average annual collections since the TTF was established (11 years), or \$10,606,834 annually for FY07 – FY12.</li> </ol> <p>Expenditures:<br/>Clerks' FY07 YTD expenditures total \$7,556,137.01, which represents the reimbursement for July through May and is 52.49% of budgeted funding.</p> | N/A               | Noted.  |
| 12.<br>POSITION REALLOCATION<br>POLICY FOR SHERIFFS'<br>OFFICES | COMPENSATION BOARD   | Staff submits current Position Reallocation Policy for Sheriffs' Offices for review and discussion by Compensation Board.   | N/A               | The Compensation Board discussed the policy. No action was taken to revise the policy at this time. |

FOR YOUR INFORMATION  
NONE.

**CLOSED MEETING**  
**COMPENSATION BOARD DOCKET #07/12**  
**June 20, 2007**

**NO CLOSED MEETING.**

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (\_\_\_\_\_ seconded the motion).**

- ☐ Under the provisions of Section 2.1-344.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.1-344.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to obtain consultation with legal counsel as to actual or “probable litigation” concerning

2) **Chairman Frank Drew: I move to return to open session. (\_\_\_\_\_ seconded the motion).**

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

**MOTION BY CHAIRMAN FRANK DREW: I move to certify that only public business exempt from the Act was discussed.**  
(\_\_\_\_\_ seconded the motion.)

|                             |                              |                             |
|-----------------------------|------------------------------|-----------------------------|
| Frank Drew, Chairman        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Walter J. Kucharski, Member | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Janie E. Bowen, Member      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**AND**

**MOTION BY CHAIRMAN FRANK DREW: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (\_\_\_\_\_ seconded the motion.)**

|                             |                              |                             |
|-----------------------------|------------------------------|-----------------------------|
| Frank Drew, Chairman        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Walter J. Kucharski, Member | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Janie E. Bowen, Member      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.**

# H A N D C A R R Y

## COMPENSATION BOARD DOCKET #07/12

### June 20, 2007

EMPLOYEE RECOGNITION  
NONE.

#### 304-07-12: SHERIFFS & REGIONAL JAILS

##### NEW BUSINESS:

| <u>LOCALITY</u>             | <u>OFFICER</u> | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|-----------------------------|----------------|--|-------------------|--|
| EASTERN SHORE REGIONAL JAIL | SHERIFF        | <p>05-31-07 Officer wishes to inform the Compensation Board that the Eastern Shore Regional Jail was opened to accept inmates on May 23, 2007.</p> <p>Staff seeks Compensation Board confirmation of approval to begin reimbursement for the new positions on April 9, 2007 (45 days prior to opening) in accordance with the provision of Paragraph D, Item 59, Chapter 3, 2006 Acts of Assembly.</p> <p>Staff notes that the Compensation Board originally approved early funding beginning March 1 for an anticipated opening date of March 15 as requested by the Sheriff at its February 21, 2007 Board meeting. Subsequent to this approval, the jail experienced opening delays and the facility began to accept inmates on May 23.</p> | -0-               | Approval confirmed.  |
| LOUDOUN COUNTY              | SHERIFF        | <p>06-15-07 Officer wishes to inform the Compensation Board that the Loudoun County Adult Detention Center is opening to accept inmates on June 16, 2007.</p> <p>Officer seeks Compensation Board approval to begin reimbursement for the new positions on May 2, 2007 (45 days prior to opening) in accordance with the provision of Paragraph D, Item 59, Chapter 3, 2006 Acts of Assembly.</p> <p>Staff notes that the Compensation Board originally approved funding in the FY06 Allocation Package. Subsequent to this approval, the jail experienced opening delays and the facility began to accept inmates on June 16, 2007.</p>   | \$75,285.12       | Approved per the Compensation Board's FY07 Budget Priorities and Policies. |

## 304-07-12: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

| <u>LOCALITY</u>     | <u>OFFICER</u> | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|---------------------|----------------|---|-------------------|--|
| EMPORIA CITY        | SHERIFF        | <p>6-18-07 Officer is requesting reconsideration of the reversal of allocation of 1 CS7 position from his office. Based on the information provided on the May 1 budget and by Compensation Board staff, the officer has hired Michael B. Smith into a part-time position recently vacated, at a salary level for which he would have had budgeted funds with the position allocated May 1 and existing base Temporary funds.</p> <p>In late May, Compensation Board Staff realized that an error had occurred in the staffing standards calculations used to allocate the initial CS7 positions. The formula used to determine positions due for counties had inadvertently been used for cities as well. This caused the actual workload for smaller cities to incorrectly appear artificially high. When staff corrected the mistake and re-ran the reports it was determined that Emporia was not due a new position. Compensation Board staff notified the Sheriff on May 30 that the position allocated in error on May 1 would not be available to his office for the upcoming fiscal year.</p> <p>The officer is asking for reconsideration of this reversal because the incumbent has been hired based on the information given to the officer by the Compensation Board, and the officer will not have sufficient temporary funds in the upcoming fiscal year to maintain the salary level established.</p> | \$4,960           | <p>The Compensation Board confirmed reversal of allocation of one Court Services Deputy position.</p> <p>The Compensation Board approved, as an exception to policy based upon the specific circumstances stated by the officer, one-time funds in the amount of \$4,960 in the officer's temporary budget. These funds are allocated specifically to allow the Sheriff to follow through on his hiring commitment made prior to notification by the Compensation Board of the erroneous allocation of the position. These one-time funds may be maintained until such time as turnover occurs in a CS position or a new CS position is allocated to the Sheriff's office, thus allowing placement of this individual into a permanent position as planned by the officer.</p> |
| VIRGINIA BEACH CITY | SHERIFF        | <p>06-18-07 Officer requests \$1,000 which per §15.2-1711 is two-thirds the cost for special defense council for a Jail Deputy for a case brought against him by an inmate which was heard and the Deputy found Not Guilty in Virginia Beach General District Court on April 12, 2007.</p>  | \$1,000           | <p>Approved per the Compensation Board's FY07 Budget Priorities and Policies.</p>  |

320-07-12: COMMONWEALTH'S ATTORNEYS  
NONE.

## 321-07-12: CIRCUIT COURT CLERKS

### NEW BUSINESS:

| <u>LOCALITY</u> |        | <u>OFFICER</u>      | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |             |                 |
|-----------------|--------|---------------------|--|-------------------|---|-------------|-----------------|
| RUSSELL COUNTY  |        | CIRCUIT COURT CLERK | <b>FY08</b> 06-16-07 Officer requests to transfer annual Vacancy Savings to Temporary Funds. | -0-               | The Compensation Board deferred action until the July 18, 2007 meeting. |             |                 |
| FIPS            | OFFICE | LOCALITY            | REQUEST DATE   | FROM POSITION     | CLASS   | TO CATEGORY | AMOUNT          |
| 167             | 321    | Russell County      | 06/16/07   | 00005             | DCI   | Temporary   | 10,794          |
|                 |        | TOTAL               |  |                   |   |             | <b>\$10,794</b> |

717-07-12: DIRECTORS OF FINANCE  
NONE.

732-07-12: TREASURERS  
NONE.

734-07-12: COMMISSIONERS OF THE REVENUE  
NONE.

OTHER MATTERS  
NONE.

FOR YOUR INFORMATION  
NONE.

h:\waddell\Docket\June07MINUTES